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Tender

Electrical Maintenance Services - Halls and Academic

University of Southampton

F02: Contract notice

Notice identifier: 2023/S 000-015038

Procurement identifier (OCID): ocds-h6vhtk-03cfac

Published 26 May 2023, 10:24am

Section I: Contracting authority

I.1) Name and addresses

University of Southampton

Building 37, Highfield Campus, University Road

Southampton

SO17 1BJ

Email

procurement@soton.ac.uk

Telephone

+44 2380595000

Country

United Kingdom

Region code

UKJ32 - Southampton

UK Register of Learning Providers (UKPRN number)

UKJ32

Internet address(es)

Main address

<https://www.southampton.ac.uk/>

Buyer's address

<https://in-tendhost.co.uk/universityofsouthampton>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/universityofsouthampton>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofsouthampton>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Electrical Maintenance Services - Halls and Academic

Reference number

2023UoS-0674

II.1.2) Main CPV code

- 50711000 - Repair and maintenance services of electrical building installations

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Southampton is a multi-campus educational and research organisation. Properties on the Estate range from highly serviced clean room complexes, through laboratories, sports complexes, teaching facilities, halls of residencies to residential houses.

The Estates & Facilities (E&F) Department at the University are responsible for managing and maintaining the University's estate, developing and improving the environment we work, live and study in. The University has five campuses in Southampton and one in Winchester and Estates & Facilities provide a range of essential services to staff, students and visitors.

To ensure reliability of services across the Estate the University is seeking to appoint two separate suppliers who are wholly unrelated and independent of each other.

The successful supplier for Halls of Residence will be providing tests, services and maintenance for all electrical systems and associated equipment within its Estate (in Southampton and in Winchester) in accordance with its specification and the standards referred to in it.

The successful supplier for Academic sites will carry out small scale electrical installation works, measured against an agreed Schedule of Rates, within its Estate (in Southampton and in Winchester) in accordance with its specification and the standards referred to in it.

The potential suppliers may submit an application for lot 1 or lot 2 or for both lots.

A successful supplier will be limited to the award of a maximum of one lot.

II.1.5) Estimated total value

Value excluding VAT: £8,400,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 1

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Electrical Maintenance Services - Lot 1 - Halls of Residence

Electrical Maintenance Services - Lot 2 - Academic

II.2) Description

II.2.1) Title

Electrical Maintenance Services - Lot 1 - Halls of Residence

Lot No

1

II.2.2) Additional CPV code(s)

- 31212200 - Circuit testers
- 45310000 - Electrical installation work
- 50532400 - Repair and maintenance services of electrical distribution equipment
- 51110000 - Installation services of electrical equipment
- 71334000 - Mechanical and electrical engineering services
- 71631000 - Technical inspection services

- 71632000 - Technical testing services

II.2.3) Place of performance

NUTS codes

- UKJ3 - Hampshire and Isle of Wight

II.2.4) Description of the procurement

The University of Southampton is a multi-campus educational and research organisation. Properties on the Estate range from highly serviced clean room complexes, through laboratories, sports complexes, teaching facilities, halls of residencies to residential houses.

The Estates & Facilities (E&F) Department at the University are responsible for managing and maintaining the University's estate, developing and improving the environment we work, live and study in. The University has five campuses in Southampton and one in Winchester and Estates & Facilities provide a range of essential services to staff, students and visitors.

The scope of service for Halls of Residence will be for the successful supplier to test, service and maintain all electrical systems and associated equipment within its Estate (in Southampton and in Winchester) in accordance with its specification and the standards referred to in it.

The main work undertaken by the successful supplier will cover:

- Routine Maintenance and installation in accordance with BS7671, Building Testing in accordance with BS7671 as described in IEE Guidance note 3, in service inspection and testing of electrical equipment in accordance with the IET Code of practice and any other current legislation.
- Defect rectification and upgrade work as directed by the Contract Administrator to a maximum value of £50,000 per order. The successful supplier will be required to submit a quotation for larger projects in excess of the above value. The execution of works can only start on formal approval by the University of Southampton.
- Provide 24-hour Call-out breakdown service with maximum 2-hour response time.
- Other duties as per the scope of service, and as instructed by the Contract Administrator.

This procurement process is being conducted as a Restricted procedure consisting of both Selection and Invitation to Tender stages.

Stage 1 - Selection Stage: An overall pass mark of 60% (sixty) shall apply to this stage. The intention is to arrive at a shortlist of a maximum of 5 (five) qualified potential suppliers for formal invitation to tender. The maximum number of qualified potential suppliers will be based on the top 5 (five) scores achieved. Where more than the maximum number of potential suppliers have achieved a top 5 (five) score (i.e. a tie), all of those potential suppliers will be invited to the Invitation to Tender stage.

Stage 2 - Invitation to Tender (ITT) stage - A maximum of 5 (five) qualified tenderers will be invited to submit formal tenders at this stage.

The estimated value of the initial 2 (two) years and 7 (seven) months contract term is in the region of £2,800,000 - £3,700,000 GBP (excluding VAT).

The estimated value of the 2 (two)-year extension period is £2,200,000 - £2,900,000 GBP (excluding VAT).

It is estimated, therefore, that the total value of the contract for Lot 1- Halls of Residence will be between £5,000,000 and £6,600,000 GBP (excluding VAT).

The University envisages that TUPE will apply to this procurement - Lot 1. Further details can be found in the Invitation to Tender document set.

II.2.5) Award criteria

Quality criterion - Name: Contract Implementation / Weighting: 10%

Quality criterion - Name: Management and Resources / Weighting: 5%

Quality criterion - Name: Training and Competencies / Weighting: 5%

Quality criterion - Name: Scenario One / Weighting: 10%

Quality criterion - Name: Scenario Two / Weighting: 10%

Quality criterion - Name: Contract Management - Management/Administrative Structure / Weighting: 5%

Quality criterion - Name: Contract Management - Escalation Procedure / Weighting: 5%

Quality criterion - Name: Service Delivery / Weighting: 10%

Cost criterion - Name: Basket of Goods / Weighting: 30%

Cost criterion - Name: Overhead & Profit on plant hire, subcontractors and non scheduled

materials / Weighting: 10%

II.2.6) Estimated value

Value excluding VAT: £6,600,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

55

This contract is subject to renewal

Yes

Description of renewals

The University proposes to enter into a Contract until 14th July 2028 with the Potential Supplier.

This will comprise of an initial contract period until 14th July 2026 with an option to extend by a further 2 years subject to satisfactory performance and at the discretion of the University.

The initial contract period of 2 years and 7 months has been decided as part of the University's strategy for Estates & Facilities. Its end date will align with the end date of the Critical Maintenance contract for Halls of Residence allowing these to be reviewed together.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

Full details will be provided in the Selection Stage document set.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2) Description

II.2.1) Title

Electrical Maintenance Services - Lot 2 - Academic

Lot No

2

II.2.2) Additional CPV code(s)

- 31212200 - Circuit testers
- 45310000 - Electrical installation work
- 50532400 - Repair and maintenance services of electrical distribution equipment
- 51110000 - Installation services of electrical equipment
- 71334000 - Mechanical and electrical engineering services
- 71631000 - Technical inspection services
- 71632000 - Technical testing services

II.2.3) Place of performance

NUTS codes

- UKJ3 - Hampshire and Isle of Wight

II.2.4) Description of the procurement

The University of Southampton is a multi-campus educational and research organisation. Properties on the Estate range from highly serviced clean room complexes, through laboratories, sports complexes, teaching facilities, halls of residencies to residential houses.

Scope of service for Academic sites will be for the successful supplier to carry out electrical installation works measured against an agreed Schedule of Rates, within its Estate (in Southampton and Winchester) in accordance with its specification and the standards referred to in it.

The main work undertaken by the Contractor under Lot 2 - Academic will cover electrical installation works.

Stage 1 - Selection Stage: An overall pass mark of 60% (sixty) shall apply to this stage. The intention is to arrive at a shortlist of a maximum of 5 (five) qualified potential suppliers for formal invitation to tender. The maximum number of qualified potential suppliers will be based on the top 5 (five) scores achieved. Where more than the maximum number of potential suppliers have achieved a top 5 (five) score (i.e. a tie), all of those potential suppliers will be invited to the Invitation to Tender stage.

Stage 2 - Invitation to Tender (ITT) stage - A maximum of 5 (five) qualified tenderers will be invited to submit formal tenders at this stage.

The estimated value of the initial 2 (two) years and 7 (seven) months contract term is in the region of £775,000 - £1,000,000 GBP (excluding VAT).

The estimated value of the 2 (two)-year extension period is £600,000 - £800,000 GBP (excluding VAT).

It is estimated, therefore, that the total value of the contract for Lot 2- Academic will be between £1,375,000 and £1,800,000 GBP (excluding VAT).

II.2.5) Award criteria

Quality criterion - Name: Contract Implementation / Weighting: 5%

Quality criterion - Name: Management and Resources - assigning this contract / Weighting: 5%

Quality criterion - Name: Management and Resources - Staff Training / Weighting: 5%

Quality criterion - Name: Scenario One / Weighting: 15%

Quality criterion - Name: Scenario Two / Weighting: 20%

Quality criterion - Name: Contract Management / Weighting: 5%

Quality criterion - Name: Service Delivery / Weighting: 5%

Cost criterion - Name: Basket of goods / Weighting: 30%

Cost criterion - Name: Overheads & Profit on plant hire, subcontractors and non scheduled materials / Weighting: 10%

II.2.6) Estimated value

Value excluding VAT: £1,800,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

55

This contract is subject to renewal

Yes

Description of renewals

The University proposes to enter into a Contract until 14th July 2028 with the Potential Supplier.

This will comprise of an initial contract period until 14th July 2026 with an option to extend by a further 2 years subject to satisfactory performance and at the discretion of the University.

The initial contract period of 2 years and 7 months has been decided as part of the University's strategy for Estates & Facilities. Its end date will align with the end date of the Critical Maintenance contract for Halls of Residence allowing these to be reviewed together.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

Full details will be provided in the Selection Stage document set.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

The potential suppliers will be required to provide evidence that their organisation is third-party certified by a UKAS-certificated certification body (or equivalent) to carry out design, installation, commissioning, servicing and maintenance of electrical installations.

Examples may include, but not limited to: NICEIC, NAPIT or membership of the ECA.

A self-certificate (company headed letter) confirming certification from the certificated body with dates attended will be accepted but will be required to prove further evidence if successful at contract award stage.

III.1.2) Economic and financial standing

List and brief description of selection criteria

The selection criteria is as stated in the Selection Stage document set.

To support the financial assessment, the University will obtain a Business Risk Report for all Tenderers and every organisation that is being relied on to meet this procurement, using an independent company called Creditsafe.

The University reserves the right to exclude a Tenderer or request provision of further assurances such as parent company/bank guarantee or performance bonds where a Tenderer's Business Risk Score is: "Moderate Risk"; "High Risk"; "Very High Risk"; or "Not Rated", based on the rating provided by Creditsafe.

Where a Business Risk Score from our external system is not available, then an alternative method of assessing financial standing will be used.

Minimum level(s) of standards possibly required

Potential suppliers are advised that a requirement of this procurement is to have in place, or commit to obtain prior to the commencement of the contract, the following minimum insurance levels:

Public Liability Insurance (£10m)

Employers (Compulsory) Liability Insurance (£10m)

Professional Indemnity Insurance (£2m)

III.1.3) Technical and professional ability

List and brief description of selection criteria

The selection criteria for Electrical Maintenance Services - Lot 1 - Halls of Residence are:

- Accreditation for electrical installations - Mandatory (Pass/Fail)
- Experience of regular electrical works - Weighting: 30%
- Vocational training - Weighting: 20%
- Sourcing technical backup and development updates - Weighting: 20%
- 3 (three) Case Studies - Weighting: 30% (10% each)

The selection criteria for Electrical Maintenance Services - Lot 2 - Academic are:

- Accreditation for electrical installations - Mandatory (Pass/Fail)
- Managing regulation changes in the industry - Weighting: 20%
- Vocational training - Weighting: 20%
- Experience in working with large organisation - Weighting: 30%
- 3 (three) Case Studies - Weighting: 30% (10% each)

The potential suppliers' attention is drawn to the MANDATORY requirements of the selection criteria:

- Grounds for mandatory exclusion
- Grounds for discretionary exclusion
- Economic & Financial Standing
- Insurance

- Compliance with equality legislation
- Health and Safety

Additionally, potential suppliers' attention is drawn to the MANDATORY requirements of the award criteria. Full information is provided in the draft Invitation to Tender document set, which is made available at the Selection Stage for information.

Minimum level(s) of standards possibly required

The University requires all Potential Suppliers to successfully complete the Control of Contractors Health and Safety Assessment Questionnaire (File 5) Estates Health and Safety Assessment Questionnaire (CC3) before any Potential Supplier or sub-contractor is permitted to undertake works on University premises.

Completion and being assessed as meeting the standard of the University's Health and Safety Assessment is, therefore, a mandatory requirement of this procurement to be submitted at Selection Stage and it will be evaluated at Invitation to Tender stage.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Standard Agreement for JCT Measured Term Contract 2016 issued by the Joint Contracts Tribunal Limited will apply together with Annex 6 - Amended contract terms

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

27 June 2023

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

31 July 2023

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 4 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

In order to review a full range of available options and identify the most suitable solution(s) for the University, in terms of both meeting the University's specification requirements and obtaining best value for money, this procurement has been divided into 2 lots:

Electrical Maintenance Services - Lot 1 - Halls of Residence

Electrical Maintenance Services - Lot 2 - Academic

Potential suppliers may submit a response in relation to any of the two lots or may submit a response to both lots.

Please note that potential suppliers are required to submit a separate Selection Stage response for each lot that they are applying for. For clarity, potential suppliers who wish to be considered for both lots will need to submit a separate Selection Stage response for each of those two lots.

It is anticipated that the University will award either Lots 1 & 2. Potential suppliers are advised, however, that the University reserves the right to award all, some, or none of the two lots - in any combination - as a result of this procurement process.

E-Tendering Portal: The University is utilising an electronic tendering tool, In-Tend

(<https://in-tendhost.co.uk/universityofsouthampton.aspx/Home>) to manage this procurement and to communicate with potential suppliers and/or tenderers (as appropriate).

All documentation in relation to this tender can be downloaded from In-Tend.

Potential suppliers/tenderers are advised that there will be no hard copy documents issued and all communications with the University, including the submission of Selection Stage

and Invitation to Tender responses will be conducted via In-Tend.

Regular monitoring of the portal is the responsibility of the potential supplier/tenderer.

If you are not already registered as a supplier with the University of Southampton, you will need to register in In-Tend in order to access the procurement documentation.

Once you have logged in as a supplier: click on 'Tenders'; locate the relevant project; and click 'View Details'. Once you are in the project screen, you will be able to register your organisation against the project and access all documentation by clicking 'Express Interest'.

Potential suppliers/tenderers are advised that formal expressions of interest in the project must be by way of completion and return of the relevant documents via In-Tend.

Further instructions for the submission of responses are below.

To submit your return:

1. Log in
2. Click 'Tenders'
3. Locate the relevant project
4. View details
5. Click on the tab relating to the relevant project stage (e.g. 'Invitation to Tender')
6. Click on the 'Attach Documents' button and upload your return.
7. Check ALL your response documents are uploaded and displayed in the 'My Tender Return' panel. The system will only permit your organisation to make one return.
8. Click the red 'Submit Return' button.

Please note, to preserve the integrity of the procurement, all communications with the University must be made via the correspondence function within In-Tend.

Publication of Award Details: In accordance with Regulation 50, paragraph (2) of the Public Contracts Regulations 2015 and subject to Article 5 and Annex 5, Part D (13) of Directive

2014/24/EU of the European Parliament and of the Council (if applicable), the University intends to publish the value of any resulting contract at the award stage, and reserves the

right to do so. By submitting a response, potential

suppliers/tenderers are consenting to publication of this information unless otherwise agreed in advance with the University.

Costs and Expenses: Potential suppliers/tenderers are solely responsible for their costs and expenses incurred in connection with the preparation and submission of responses and

participation in this and all future stages of this procurement. Under no circumstances will the University be liable for any costs or expenses borne by potential suppliers/tenderers or any of their supply chain, partners or advisers in this procurement process.

The University is not liable for any costs in the event of the cancellation of this procurement process.

VI.4) Procedures for review

VI.4.1) Review body

University of Southampton

Building 37, Highfield Campus, University Road

Southampton

SO17 1BJ

Email

procurement@soton.ac.uk

Telephone

+44 02380595000

Country

United Kingdom

Internet address

<https://in-tendhost.co.uk/universityofsouthampton.aspx/Home>